

AN ORDINANCE 99725

ADOPTING THE ANNUAL CONSOLIDATED OPERATING AND CAPITAL BUDGETS FOR THE CITY OF SAN ANTONIO FOR THE FISCAL YEAR 2004-2005, BEGINNING OCTOBER 1, 2004 AND ENDING SEPTEMBER 30, 2005; APPROVING THE FY 2005 THROUGH FY 2010 CAPITAL IMPROVEMENTS PROGRAM FOR THE CITY OF SAN ANTONIO; APPROPRIATING FUNDS AND AUTHORIZING PERSONNEL POSITIONS IN ACCORDANCE WITH SAID BUDGET; SETTING THE FY 2004-2005 HOLIDAY SCHEDULE AND PAY PLAN FOR CITY EMPLOYEES; AUTHORIZING CONTRACTS WITH OUTSIDE AGENCIES AND AMENDING ORDINANCE NO. 99374, PASSED ON JUNE 24, 2004, IN CONNECTION HERewith; AND SETTING CITY COUNCIL DISTRICT BUDGETS AND CITY COUNCIL HUMAN DEVELOPMENT SERVICES BUDGETS

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WHEREAS, in accordance with the City Charter, it is necessary to adopt a budget for the Fiscal Year 2004-2005; and

WHEREAS, a Proposed Annual Budget for the period commencing October 1, 2004, and ending September 30, 2005, has been prepared by the City Manager in accordance with Article VII of the City Charter, and the City Council has considered the City Manager's proposals; and

WHEREAS, after public notice, worksessions and hearings were held on the Proposed Budget and the City Council has considered the issue for several weeks; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. Annual Budget. The Proposed Annual Budget as set out in Attachment A, attached hereto and incorporated herein for all purposes, for the fiscal year commencing October 1, 2004 and ending September 30, 2005, with the amendments outlined in Attachments I through VI and in the following sections, is hereby approved and adopted. The 2004/2005 through 2009/2010 Capital Improvements Program for the City of San Antonio as set out in Attachment A is hereby approved and adopted, subject to appropriation by separate ordinance.

SECTION 2. Appropriations. The sums set forth in Attachment I, attached hereto and incorporated herein for all purposes, are hereby appropriated for the ensuing 2004-2005 fiscal year for the different Departments and purposes of the City.

SECTION 3. Personnel Positions.

- A. The number of City-funded personnel positions in any City-funded Department shall not exceed the total number as follows:

<u>Fund</u>	<u>Authorized Number</u>
General Fund	8,057
Aviation Fund	425
Community & Visitor Facilities Fund	483
Environmental Services Fund	613
Facility Services Fund	110
Golf Revenue Fund	101
Information Technology Services Fund	245
Internal Services/Alternate Svc. Employee Fund	1,946
International Center Fund	9
Parking Facilities Fund	140
Public Health Support Fund	47
Purchasing and General Services Fund	219
Rabies Control Fund	4
Recreation Athletic Fund	49
San Jose Burial Fund	9
Self Insurance Funds	66
South Texas Business Fund	8
Storm Water Operations Fund	274
Storm Water Regional Facilities Fund	10
Streets Right of Way Management Fund	20
TIF Unit Fund	8
Visitor Information Center and City Store Fund	9
Total All Funds	12,852

A detailed listing of positions by Department for the General Fund is shown in Attachment II.

- B. For continuing programs, services, and projects in the Grant Funds, the number of positions shall not exceed those currently authorized by existing ordinances or by subsequent ordinances.

- C.** Any Departments, Divisions, Sections, Offices, or Programs which have been funded in previous budgets but are not contained in the attached 2004-2005 Budget Document are hereby abolished. Any personnel positions that have been authorized in previous budgets, but are not contained in the Adopted 2004-2005 Budget, are hereby abolished.
- D.** The number of uniformed Police positions for FY 2004-2005 is fixed by fund and rank as follows:
- 1. General Fund**
 - a)** Police Officer - 1,414
 - b)** Police Detective-Investigator - 355
 - c)** Police Sergeant - 197
 - d)** Police Lieutenant - 46
 - e)** Police Captain - 17
 - f)** Deputy Chief - 5
 - g)** Assistant Chief - 2
 - 2) Grant Funds**
 - a)** Police Officer - 0
 - b)** Police Detective-Investigator - 13
 - c)** Police Sergeant - 3
 - d)** Police Lieutenant - 1

E. The number of uniformed Fire positions for FY 2004-2005 is fixed by fund and rank as follows:

1. General Fund

- a) Firefighter - 570**
- b) Fire Apparatus Operator - 255**
- c) Lieutenant - 132**
- d) Captain - 98**
- e) District Chief - 28**
- f) Assistant Chief - 5**
- g) Deputy Chief - 2**

2. Emergency Medical Services Fund

- a) Firefighter - 0**
- b) Fire Apparatus Operator - 297**
- c) Lieutenant - 20**
- d) Captain - 5**
- e) District Chief - 0**
- f) Assistant Chief - 1**

3. Aviation Fund

- a) Firefighter - 12**
- b) Fire Apparatus Operator - 12**
- c) Lieutenant - 2**
- d) Captain - 2**
- e) District Chief - 0**
- f) Assistant Chief - 0**

- F. The Council does not intend that the policies contained in this ordinance shall alter or amend the powers or authority of the City or the City Manager to otherwise make personnel decisions and to take personnel action.

SECTION 4. Holidays. Thirteen City holidays are hereby declared for the 2004-2005 Fiscal Year, as set out in Attachment III, attached hereto and incorporated herein for all purposes.

SECTION 5. Employee Compensation.

- A. The FY 2004-2005 Pay Plan, attached hereto and incorporated herein as Attachment IV, is hereby approved.

A cost-of-living pay increase in the amount of three percent (3%) for employees with an annual base salary up to \$40,000 and in the amount of two percent (2%) for employees with an annual base salary in excess of \$40,000 is hereby approved for FY 2004 - 2005 for each full-time and part-time City Employee--other than Fire and Police Employees governed by subsection B. below and temporary employees--the City Manager, the City Clerk, the City Auditor, and all Municipal Court Judges effective October 1, 2004.

Further authorization is hereby given to the City Manager to develop criteria and to approve performance pay to the eligible civilian City Employees in full-time and part-time employment status based upon those criteria in recognition of superior performance.

- B. Effective January 2005, full-time civilian City Employees will be assessed a monthly Health Insurance Premium as follows: For those employees enrolled in the CitiMed Health Insurance Plan, a \$7.00 monthly premium will be assessed for the individual that is enrolled in the plan as an Employee Only, a \$25.00 monthly premium will be assessed for the individual that is enrolled in the plan as an Employee plus Child(ren), a \$42.00 monthly premium will be assessed for the individual that is enrolled in the plan as an Employee plus Spouse, or a \$59.00 monthly premium will be assessed for the individual that is enrolled in the plan as an Employee plus Family. The City will continue to offer an HMO option to full-time civilian City Employees at an additional cost.
- C. Pay for Fire and Police Employees is subject to The Fire and Police Employee Relations Act and shall be in accordance with negotiated labor agreements and the FY 2004-2005 Pay Plan shall be in accordance therewith.

- D. Additional changes to the Pay Plan are authorized to be made by the City Manager during the fiscal year. These changes may include, but are not limited to, class title amendments, reclassifications, and range adjustments approved as part of a long-term solution to classification inequities identified in local salary surveys and position classification studies.
- E. It is understood that the pay adjustments provided for in Section 5A and Section 5C above cause expense increases which are in addition to the appropriations part of this ordinance (Section 2); therefore, as of the effective date of the adjustments, these allocations, together with more detailed allocations in the budget document itself, shall be increased to cover such changes to the extent salary requirements are affected in departments and other funds. Funds have been included in the General Fund Non-Departmental allocation shown above in Section 2 to cover the pay adjustments provided for herein. Whenever salary and fringe benefit increases for personnel are effective or whenever position reclassifications are required, the City Manager, through the Director of Management & Budget, shall distribute funds from the Non-Departmental allocation above to the individual Departments and other Funds as needed.
- F. Effective October 1, 1986, longevity pay program for non-uniformed Employees was abolished, except for those receiving or eligible to receive civilian longevity pay by September 30, 1986. The amounts of longevity pay for those individuals are to remain constant, regardless of changes in years of service or salary.

SECTION 6. Outside Agency Contracts (Delegate Agencies & Brooks Development Authority Contract). Subject to Section 7 of this ordinance, the City Manager, or her designee or the Director of the Community Initiatives Department is authorized to execute Delegate Agency Contracts in substantially the same form and content as shown in Attachment V with each of the Delegate Agencies shown in Attachment VI for the amounts indicated therein; provided however, that the City Manager or her designee or the Director of the Community Initiatives Department is authorized to execute Delegate Agency Contracts, in a form first approved by the City Attorney's Office, with those governmental entities shown in Attachment VI for the amounts indicated therein. Ordinance No. 99374 passed and approved on June 24, 2004 is hereby amended to conform to the provisions of this section.

The allocation of \$500,000 added to Project Quest's FY 2004 - 2005 funding made as a City Council amendment to the City Manager's FY 2005 Proposed Budget is contingent upon Project Quest securing additional matching dollars for the agencies total FY 2004 - 2005 allocation so that the 65%/35% funding requirement will be met as prescribed by the City Council on February 5, 2004 in Ordinance 98796. Should Project Quest fail to meet these guidelines, then the \$500,000 amended allocation to Project Quest should be

decreased by \$500,000 and the FY 2004 - 2005 allocation to street maintenance should be increased by \$500,000.

The City Manager or her designee is authorized to enter into a contract with the Brooks Development Authority for Brooks City-Base operating and capital improvements funding consistent with the appropriations outlined in the FY 2004 - 2005 Budget.

SECTION 7. Ethics Disclosure. Ordinance No. 97711, passed and approved on May 29, 2003, requires all individuals and business entities seeking a discretionary contract from the City to disclose certain information in connection with the proposal.

For those Delegate Agencies listed in Attachment VI which have not complied with the disclosure requirements set out in Part D of Ordinance No. 97711, funds will be appropriated through this ordinance but not considered for expenditure until such time as the agency has fully complied with the disclosure requirements. Authority to execute contracts with such agencies shall be granted through separate ordinance.

SECTION 8. Budget Document and Pay Plan. The City Manager shall cause the 2004-2005 Budget Documents and Pay Plan to be revised in accordance with this and subsequent ordinances, and shall file such documents with the City Clerk.

SECTION 9. District Budgets. The Mayor and each Council District shall be allocated \$141,860 in funds for contracting Administrative Assistant services in accordance with the provisions below. Of this amount, \$123,130 shall be budgeted for compensation of administrative assistants. In addition, \$14,400 is budgeted to reimburse full-time administrative assistants for the purpose of acquiring healthcare insurance and \$4,330 for administrative assistant parking reimbursement, contingent upon presentation of sufficient documentation of the monthly expense.

The Mayor and each Councilmember may use District Budget Funds to contract for the services of no more than the equivalent of five (5) full-time administrative assistants to assist them in serving constituents. Administrative assistants employed full-time can be paid up to \$45,407 annually. Payment for part-time administrative assistants shall be paid on a pro-rata basis. Administrative assistants are not City Employees, but are employees of the Mayor or the individual Councilmembers. These administrative assistants answer only to the Mayor or Councilmember and represent only the Mayor's or Councilmember's point of view in serving constituents. Attached hereto (Attachment B) and incorporated herein is a form contract to be utilized in contracting for such services. All contracts entered into pursuant to this subsection must be in substantially the same form and content as the attached.

Budgeted funds for establishment and operation of a Constituent Office shall be made available for expenditure should establishment of such an office be desired by the Mayor or a Councilmember. All expenditures made from budgeted funds for payment of City Council Constituent Office rental contracts must be approved by the City Council.

The maximum amount available for reimbursement of expenses of the Mayor and each Councilmember in connection with their official duties as part of the annually budgeted expense allowance is established at \$8,400.00 per fiscal year. The maximum annual expense reimbursement may not be supplemented with funds from District Budgets. Additionally, the Mayor and each Councilmember shall have the option of receiving a monthly \$400.00 car allowance or reimbursement up to \$400.00 per month for business mileage incurred in connection with their official duties. Guidelines that govern the use and reimbursement procedures for the City Council expense allowance are hereby adopted and attached hereto and incorporated herein as Attachment C.

In the performance of City Council duties, Councilmembers may need the City to contract for facilities to hold City Wide or Council District events. Subject to the review and recommendation of the City Attorney's Office, authorization to execute such contracts is granted to the City Manager or a designee, including the Deputy City Manager, Assistant City Managers and Assistants to the City Manager.

A portion of the total recurring City Hall, Constituent Office Budget and Administrative Assistant Fund equal to four months of funding and the total one-time (capital outlay) Constituent Office Budget funding has been included in the Non-Departmental/Non Operating Department Budget within the General Fund as set forth in Attachment I. The City Manager through the Director of Management & Budget shall distribute said funds to the appropriate Mayor and Council Office City Hall and Constituent Office Budgets to support the operations of individual City Hall Offices and City Council Constituent Offices as needed once established by the Mayor or Councilmember after the May 2005 Election for Mayor and City Councilmembers.

SECTION 10. Human Development Services Funds. The amount of \$30,000 is hereby allocated in the Special Projects Activity within the General Fund for the Mayor and each Council District for human development services. The Human Development Services Fund (HDSF) Guidelines that are referenced in Ordinance No. 97567 passed and approved on May 1, 2003 are hereby adopted for use in the upcoming fiscal year. A copy of the revised guidelines is on file in the City Clerks Office and with the Department of Community Initiatives. The Director of the Community Initiatives Department, or his designee, is authorized to execute contracts in order to expend HDSF funds in accordance with the project selections made by the Mayor and each Councilmember so long as the project amount is \$10,000 or less and the HDSF expenditures are made in accordance with the HDSF Guidelines and all applicable law. The City Manager, or her designee, is authorized to execute contracts in order to expend HDSF funds in accordance with the project selections made by the Mayor and each Councilmember so long as the project amount is greater than \$10,000 and \$25,000 or less and the HDSF expenditures are made in accordance with the HDSF Guidelines and all applicable law.


SECTION 11. Conflict Provisions. Any discrepancy between this Ordinance and Attachments I through VI shall be resolved in favor of Attachments I through VI. Any discrepancy between this Ordinance and Attachments A through E shall be resolved in favor of this ordinance. Any discrepancy between Attachment A and Attachments I through VI shall be resolved in favor of Attachments I through VI.


SECTION 12. Effective Date. Except as stated otherwise, this ordinance shall take effect on the first day of October, 2004.

PASSED AND APPROVED THIS 16th **DAY OF** September, 2004


M A Y O R
EDWARD D. GARZA

ATTEST: 
City Clerk

APPROVED AS TO FORM: 
City Attorney

APPROVED AS TO FUND: 
City Manager